

Berlin Airport Authority
January 22, 2018

Present were: Chair Paul Grenier, Commissioners Peter Higbee, Mike Rozek, Russell Otis and Mike Gentili

Others present included: Airport Manager Marcel Leveille, City Manager Jim Wheeler, Finance Director Patty Chase, Bob Chapman, and Suzanne Eafrazi

Minutes

Commissioner Rozek moved with a second from Commissioner Gentili to accept the minutes of the December 18, 2017 BAA meeting. So moved, the motion carried.

Runway Taxiway Improvements

Mr. Wheeler noted that there is a draft of a contract with HEB for the work discussed regarding Capital projects at the last meeting. The contract is for services in the amount of \$128,574.00 of which 90% will be covered by FAA; 5% by NHDOT and BAA 5%. The City pays ahead and submits for reimbursement.

Commissioner Rozek moved with a second from Commissioner Higbee to enter into the agreement with HEB for engineering services for Runway/Taxiway Improvement, Obstruction Removal, and Replacement of Airfield Signage contingent upon the approval by the City Council of a resolution authorizing submittal of the grant. Chair Grenier confirmed that NHDOT has agreed with the terms of the contract.

Chair Grenier asked for an explanation of obstruction removal and Mr. Leveille stated that trees are starting to penetrate the glide slope along the edges of the runway and at the ends of the runway. With no further questions, all were in favor of the motion.

Property Purchase Request Review

Mr. Wheeler noted that there is a letter from Bud Chapman from March of 2015 requesting to purchase a large track of land and a copy of a tax map as well as the minutes that reflect the discussion in 2015. The authority had decided to wait to see how the Balsam's project would turn out. The parcel is on the east side of the runway and he estimated it was about 300 acres.

In order to give Mr. Chapman Jr. clarity on his request, the issue is being raised again. Chair Grenier indicated that he would support a sale of some land but he was not sure it should be the entire parcel. The FAA will not allow a sale that is under fair market value and that would need to be determined with an independent appraisal. Mr. Chapman Sr. noted that it is actually 440 acres. Chair Grenier confirmed that Mr. Chapman Jr. would still want to purchase if it was a smaller tract. The request would still need the approval of the FAA, DOT Aeronautics. Mr. Wheeler added that we will need to have a specific plan showing the exact parcel. In past sales the engineer of record produced a drawing at the expense of the purchaser. Once the parcel is identified, we can go ahead with the appraisal. Chair Grenier noted that there was a preliminary inquiry by the Conservation Commission to purchase the property for a town forest.

Commissioner Higbee asked if there is a piece of the property that the Airport Authority would want to keep. Commissioner Rozek asked if additional space would be needed for hangars. Mr. Leveille stated that it would be good to keep some of the land as a buffer; however hangars that side may not be feasible for hangars because access would mean crossing the runway. He confirmed that there is space on the current side if additional buildings need to go in. Mr. Wheeler noted that the original layout of the airport had a second runway. Chair Grenier affirmed that the Airport Authority wants to keep 200 feet of land beyond the fence.

Commissioner Rozek moved to further explore a sale of land to Bud Chapman contingent upon the approval of the Berlin City Council and the Division of Aeronautics with the final purchase price to be determined by appraisal; Commissioner Higbee seconded. In further discussion, Commissioner Gentili asked if there is anything prohibiting the Authority to sell without going to bid. Mr. Wheeler replied that the FAA does not allow us to put the land out for bid; their major concern is that it is sold at fair market value. All were in favor of the motion.

Chair Grenier stated that perhaps the Town of Milan could send a representative other than Mr. Chapman to BAA meetings until this transaction becomes final.

Airport Budget

Authority members reviewed a draft of the Airport budget put together by Mr. Leveille and Ms. Chase. Chair Grenier asked about general fund revenue of \$44,000 asking if that is for the capital work. Ms. Chase stated that it is operating money to offset the expenses. She added that \$35,000 from "sale of land" was not included. Revenue and expenses have to balance and any shortcomings come from the general fund. She said that they could look more closely at the sale of fuel and the expense side.

Other

Sale of Land to Bob Chapman Sr.

Mr. Wheeler reported that the city attorney sent a draft deed to Mr. Chapman's attorney and the transaction should be completed soon.

Commissioner Rozek moved to adjourn; Commissioner Otis seconded and the motion carried. The meeting ended at 6:00 p.m.

Respectfully Submitted,
Susan Tremblay
Administrative Assistant

**Minutes are not official until they have been approved by the Airport Authority at a subsequent meeting.*